



You may update your profile, lock your profile, or check on the status of a job application at any time. If you choose, you can also withdraw an application.

## Manage your Job Applications

1. On the Job Seeker Start Page click **Manage Applications** under **My Job Search & Applications**.

**Job Seeker Start Page**

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

<p><b>My Name and Contact Information</b></p> <p>Enter your name, email address and contact information here.</p> <p><a href="#">My Personal Details</a></p> <p><a href="#">My Contact Information</a></p>	<p><b>Change Personal Settings</b></p> <p>Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.</p> <p><a href="#">Change Personal Settings</a></p> <p><a href="#">Change User Name</a></p>
<p><b>My Resume</b></p> <p>The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.</p> <p><a href="#">Option 1: Build Resume Profile</a></p> <p><a href="#">Option 2: Attach Resume</a></p> <p><a href="#">View My Resume</a></p> <p><a href="#">Release Profile for Consideration</a></p> <p><a href="#">Identify Interest Group</a></p>	<p><b>View Help and Use Services</b></p> <p>Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.</p> <p><a href="#">View Demonstration</a></p> <p><a href="#">Link to WA Careers Website</a></p>
<p><b>My Job Search and Applications</b></p> <p>If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.</p> <p><a href="#">Apply Directly</a></p> <p><a href="#">Search for Jobs</a></p> <p><a href="#">Favorites</a></p> <p><a href="#">Manage Applications</a></p>	

- *An overview of your applications will appear.*
2. Look in the right column for the status of your applications.
    - Those that are in **Draft Status** have not been submitted to us. If you are interested in a job, you need to continue with the application and submit it.
    - Those marked **In Process** have been received and are currently being evaluated.
    - If you have withdrawn an application from consideration it will be marked as **Withdrawn**.

- A date next to a job listing indicates that you have submitted an application on that date.

Job Seeker Start Page > Favorites > Applications

Do you want to call an overview of your applications up to now?

These are your applications to date. You can check the status and withdraw or delete applications. You can apply for withdrawn or deleted applications again.

Number of Applications: 6

Job Posting	Application from	Status
<input type="checkbox"/> <a href="#">NB50000146 Lloyd Test of Search</a>		Draft
<input type="checkbox"/> <a href="#">Office Assistant 3</a>		Draft
<input type="checkbox"/> <a href="#">Posting NC50001001</a>		Draft
<input type="checkbox"/> <a href="#">Office Assistant 2 #OA2-72</a>	07/24/2006	In Process
<input type="checkbox"/> <a href="#">Office Assistant 3 (General Pool)</a>	07/25/2006	In Process
<input type="checkbox"/> <a href="#">Office Assistant 3</a>	07/24/2006	Withdrawn

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[Continue/Display Application](#) [Delete/Withdraw](#)

3. Click on the **blue box** left of the job posting, then click the **Continue/Display Application** button to either review what you submitted for that application, or complete the job application.
  - If you need to complete the application, you will be taken to the application wizard.
4. To delete an application highlight the specific job opportunity by clicking in the **blue box** left of the job posting then click **Delete/Withdraw**.

Job Seeker Start Page > Applications

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Job Posting	Application from
<input type="checkbox"/> <a href="#">NB50000146 Lloyd Test of Search</a>	
<input type="checkbox"/> <a href="#">Office Assistant 3</a>	
<input type="checkbox"/> <a href="#">Posting NC50001001</a>	
<input checked="" type="checkbox"/> <a href="#">Office Assistant 2 #OA2-72</a>	07/24/2006
<input type="checkbox"/> <a href="#">Office Assistant 3 (General Pool)</a>	07/25/2006
<input type="checkbox"/> <a href="#">Office Assistant 3</a>	07/24/2006

Page 1 of 1

[Continue/Display Application](#) [Delete/Withdraw](#)

## Managing/Updating Your Personal Information

You can update your personal information and/or profile at any time.

1. Click on the links in the **My Name and Contact Information** box. In **My Contact Information** you will be able to update your mailing address and contact phone numbers.

Job Seeker Start Page	
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<div><b>My Name and Contact Information</b></div> <div>Enter your name, email address and contact information here. <a href="#">My Personal Details</a> <a href="#">My Contact Information</a></div>	<div><b>Change Personal Settings</b></div> <div>Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location. <a href="#">Change Personal Settings</a> <a href="#">Change User Name</a></div>
<div><b>My Resume</b></div> <div>The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions. <a href="#">Option 1: Build Resume Profile</a> <a href="#">Option 2: Attach Resume</a> <a href="#">View My Resume</a> <a href="#">Release Profile for Consideration</a> <a href="#">Identify Interest Group</a></div>	<div><b>View Help and Use Services</b></div> <div>Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity. <a href="#">View Demonstration</a> <a href="#">Link to WA Careers Website</a></div>
<div><b>My Job Search and Applications</b></div> <div>If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications. <a href="#">Apply Directly</a> <a href="#">Search for Jobs</a> <a href="#">Favorites</a> <a href="#">Manage Applications</a></div>	

## Managing/Updating Your Profile

1. To update your employment, education or other information click on **Option 1: Build Resume Profile**. Proceed through the tabs until all your information has been updated.

**NOTE:** *Keeping your profile current is important as recruiters will be searching for job seekers to fill vacancies as opportunities arise.*

**External Job Seeker Start Page**

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<b>My Resume</b> The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions. <b>Option 1: Build Resume Profile</b> <b>Option 2: Attach Resume</b> <a href="#">View My Profile</a> <a href="#">Release Profile for Consideration</a> <a href="#">Identify Interest Group</a>	<b>View Help and Use Services</b> View helpful information about using E-Recruiting or access the statewide careers website for additional job seeker information. <a href="#">View Helpful Information</a> <a href="#">Link to WA Careers Website</a>
<b>My Job Search and Applications</b> If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications. <a href="#">Apply Directly</a> <a href="#">Search for Jobs</a> <a href="#">Favorites</a> <a href="#">Manage Applications</a> <a href="#">View Profile and Application History Statuses and Scores</a>	

2. **View My Profile** is an overview of your profile information.
  - Contains the information you entered in when building your profile.
  - Can be printed off to use as a resume.
3. **View Profile and Application History Statuses and Scores** is an overview of your profile information, plus the job postings you have applied for.
  - Depending upon the recruitment and type of exam, you will see results from exams.
  - Requests for review of exam results must be made within twenty calendar days from when the score was made available. Individual score notices will not typically be sent out.

## Changing Personal Settings/Change User Name

Job seekers can tailor their personal pages. This includes defining the preferred display format and printer location.

1. To change settings click on **Change Personal Settings**.

The screenshot shows the 'Job Seeker Start Page' with a header and several content boxes. The 'Change Personal Settings' link is highlighted in an orange box. The page includes sections for 'My Name and Contact Information', 'My Resume', 'My Job Search and Applications', and 'View Help and Use Services'.

**Job Seeker Start Page**

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Enter your name, email address and contact information here.  
[My Personal Details](#)  
[My Contact Information](#)

**My Resume**  
The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.  
[Option 1: Build Resume Profile](#)  
[Option 2: Attach Resume](#)  
[View My Resume](#)  
[Release Profile for Consideration](#)  
[Identify Interest Group](#)

**My Job Search and Applications**  
If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.  
[Apply Directly](#)  
[Search for Jobs](#)  
[Favorites](#)  
[Manage Applications](#)

**Change Personal Settings**  
Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.  
[Change Personal Settings](#)  
[Change User Name](#)

**View Help and Use Services**  
Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.  
[View Demonstration](#)  
[Link to WA Careers Website](#)

2. Select the format for your basic settings and general settings.
  - Under **Basic Settings** you can specify the format for dates and numbers.
  - Under **General Settings** you can display data overviews in either HTML or PDF. For best results, select **PDF**.

**NOTE:** You must have Adobe Acrobat Reader installed to be able to display the overview in PDF.

[Job Seeker Start Page](#) > [Personal Settings](#)

Here you can tailor your pages to suit your personal requirements.

### Basic Settings

Specify the formats in which numbers and dates are displayed. Note that these settings do not apply until your next login.

Date Format: MM/DD/YYYY

Decimal Notation: 1,234,567.89

### General Settings

You can display data overviews in HTML format or in Adobe Portable Document Format (PDF). You must have the Adobe Acrobat Reader installed to be able to display the overviews in PDF format.

The preferred language specifies the language in which you want to receive and send your correspondence.

Display Format for Data Overviews: -- Select --

Preferred Language: English

[Save](#)

3. Once you specify a new user name your current name is no longer valid. You will need to remember to enter your new name in order to log in next time.

- *If you are not a state employee, you can **not change your User Name**.*

### Change User Data

[Job Seeker Start Page](#) > [Personal Settings](#) > [Change User Data](#)

Specify your new user name and save. Your current user name is then no longer valid. Enter your new user name when you next log on.

User Name: PAIR

[Save](#)

If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or send an e-mail to [Information@dop.wa.gov](mailto:Information@dop.wa.gov)

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to <http://www.careers.wa.gov/help/>.